

**Board Policy Review Task Force Meeting
Kern Regional Center
Nov. 1, 2013**

Minutes

Present: Susan Lara, Chair
Iman Killabrew
Lorie Stewart
Steve Esselman (by phone)
Quanah Mason (by phone, facilitator Beth Himelhoch)
Duane Law – KRC CEO

Meeting began at 9:15am.

- 1) **Service Provider Insurance Policy:** The committee reviewed a draft proposal for a Board Policy to provide guidance for requirements for Service Provider Insurance. The policy is structured from the requirements with the DDS contract language. There were several items that the committee wanted clarification on within contract language; the minimum liability, general and professional liability requirements, and rating requirement. Also, the committee needed clarification on bond insurance requirements for SLS, and the need for higher insurance for certain circumstances. These matters will be researched and be addressed again by the committee. No approval at this time.
- 2) **KRC Board Policy review of Client Services, C-1 through C-8:** The committee voted to revise three of the eight policies. The policies will be re-written with revised changes and/or review dates and presented for full Board approval at the December meeting.
 - a. C-1 Active Vendor Review: Revised to add who the arrangements should be made through. (Vote 4-1-0)
 - b. C-2 Living Arrangements Policy: Revised with a few additions and new bullet point under item A and clarification on the age of 18 or 22 . ((Vote 3-0-1)
 - c. C-3 Client Questionnaire: Reviewed and no changes. (Vote 3-0-0)
 - d. C-4 Right to Assessment: Reviewed and no changes. (Vote 3-0-0)
 - e. C-5 Technical Assistance for Program Development: Reviewed and no changes. (Vote 3-0-0)
 - f. C-6 Purchase of Service Guidelines: Reviewed grammatical correction and accepted with no further changes. (Vote 3-0-0)
 - g. C-7 Residential Camps – Monitoring Requirements: Reviewed and no changes. (Vote 3-0-0)
 - h. C-8 Conservatorships: Committee reviewed a re-write of the policy, and voted to accept. (Vote 3-0-0)

All policies will be reviewed again by committee and sent to full Board for approval.

- 3) **Review of a new Kern Regional Center – Computer Use Policy and Working Off The Clock Policy Acknowledgement:** CEO Duane Law presented to the committee a draft KRC Policy for committee review and Board oversight. With new technology which will give staff the ability to access files and information from any location, the administration felt there needed to be a policy in place for guidance. The Acknowledgment form for when the policy is implemented will be signed by KRC Staff. The committee reviewed and voted to support the policy and will continue to monitor the development. (Vote 3-1-0)

Meeting Adjourned 11:10am.